



Agua Dulce ISD

Property Damage/Loss Report

"LONGHORN PRIDE"

Property Damage/Loss Report must be completed to record any damage or lost of District Property. In case of theft or vandalism, attach a copy of the police/constable/sheriff's report. Forward all material to the Administration office on the next business day.

Date and time of incident: _____ Campus/Facility _____

Name and title of person discovering loss or damage: _____

Was unauthorized entry made into any part of the building? _____

Which law enforcement agency was notified? _____ Ph. Number _____

Time: _____ Name of Investigating Officer: _____ Case #: _____

Was maintenance staff called? { } Yes { } No If yes, please name custodian(s) completed clean up and repair. Total custodial hours necessary to complete clean up and repair? _____

Was damage or loss due to? { } Willful damage { } Theft { } Carelessness { } Other _____

Was stolen/damage items federally funded? { } Yes { } No if so what funding source? _____

Specific details of loss or damage (where, what and how): _____

Describe the property damaged or lost (include RCI bar codes, serial and model numbers): _____

Describe the safeguards used to protect the items(s): _____

Signature of Person reporting damage/loss _____ Date _____

Signature of Campus Principal _____ Date _____

Date Received by Business Manager? _____ Signature _____

Signature of Campus Principal _____ Date _____

*******DO NOT WRITE BELOW THIS LINE – FOR ADMINISTRATION USE ONLY*******

Was insurance company notified? { } Yes { } No, if so whom? _____ Date _____

Additional Notations: _____